

United States Mission Nigeria

Vacancy Announcement

No. 2011-049	Date: September 21, 2011	Ref: A96000
Subject:	MEDICAL EPIDEMIOLOGIST	
Location:	ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION: Medical Epidemiologist, FSN-13* (ERR)

OPENING DATE: September 22, 2011

CLOSING DATE: October 5, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not Ordinarily Resident: *US\$48,219 to \$58,554 p.a.
(Starting salary range)
*** Salary will be set based on qualifications presented**

*Ordinarily Resident: *US\$48,219 to \$58,554 p.a.
(Starting salary range)
Position Grade: ERR-13/1 -6
*** Salary will be set based on qualifications presented**

This is a one pay line; employee is not eligible for other allowances.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The **U.S. Embassy in Abuja** is seeking to employ a suitable and qualified candidate for the position of a Medical Epidemiologist in the Centers for Disease Control and Prevention office.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as a Medical Epidemiologist implementing epidemiology and surveillance activities in support of HIV prevention and treatment programs and public health activities conducted by the U.S Centers for Disease Control (CDC) and Prevention in Abuja, Nigeria. The main duties of the incumbent are to provide expert epidemiologic technical assistance and guidance to the CDC Nigeria office in support of complex HIV/AIDS prevention, treatment and care program activities concerned with the reduction of HIV transmission as well as increasing the availability and access to HIV treatment services on a national scale, including the prevention and control of HIV, sexually transmitted diseases STIs and Tuberculosis (TB) co-infections. The incumbent provides medical and epidemiological advice and consultation as a recognized expert in public health, epidemiology, biostatistics, communicable diseases. The incumbent is responsible for overseeing all CDC Nigeria in-country epidemiologic research and program activities. The incumbent will provide epidemiologic technical expertise to CDC Nigeria staff, implementing partners, and USG agencies. The incumbent will be a senior interface between the CDC-Nigeria office and the Nigerian Federal Ministry of Health (FMOH), National Primary Health Care Development Agency, and National Action Committee on AIDS (NACA) specifically for epidemiology.

POSITION REQUIREMENTS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. MBBS or MD degree in Medicine with graduate level training in Epidemiology or a related field is required.
Completion of an approved internship and a license to practice medicine in Nigeria is also required.
2. Six years work experience in Nigeria or an African country with an international development agency designing, implementing and conducting programs in the area of public health communicable disease is required.
3. Level IV (fluency) Speaking/Reading/Writing in English is required.
4. Ability to communicate medical, scientific and epidemiological principles of public health and communicable disease epidemiology and biostatistics in the epidemiology is required.

5. Incumbent should possess basic computer skills with experience for Microsoft Word & Excel packages.
6. Good working knowledge and established professional relationship with the health communities and relevant health agencies within foreign governments.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

HOW TO APPLY

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **Application for US Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus.**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4261
Fax: 09-461-4036
E-mail: HRNigeria@state.gov

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - A. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - B. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S.

Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: October 5, 2011

The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

An Equal Opportunity Employer